

NATIONWIDE  
**ARMY AGR VACANCY ANNOUNCEMENT**  
ARIZONA ARMY NATIONAL GUARD ACTIVE GUARD AND RESERVE  
HUMAN RESOURCE OFFICE  
5636 East McDowell Road, Phoenix, AZ 85008-3495  
PHONE (602) 629-4821; DSN 853-4821  
WEBSITE: //dema.az.gov/azng-human-resources

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**ANNOUNCEMENT NUMBER: 16-130AG      OPEN DATE: 02 Mar 2016      CLOSING DATE: 23 Mar 2016**

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**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**  
CO B, AZARNG RECRUITING & RETENTION BN, FIRST SERGEANT, PARA 009 LINE 03, 1SG, 79T50

**LOCATION OF POSITION:** CO B, AZARNG RECRUITING & RETENTION BATTALION (PHOENIX)

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**APPOINTMENT FACTORS:**    ☐OFFICER    ☐WARRANT OFFICER    ☒ENLISTED

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**AREA OF CONSIDERATION:** This position is in the Active Guard and Reserve Force and is open to is open to current members and those eligible to become members of the Arizona Army National Guard in the grades of 1SG/MSG E8, with 13 years Active Service (AS).. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Army National Guard. In order to be considered for this position, applicants must meet minimum qualifications as outlined on the reverse of this announcement.

**NOTE: Must possess 79T MOS**

**NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.**

**NOTE: Applicants are highly encouraged to appear in person for their interview**

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**INSTRUCTIONS FOR APPLYING:** IAW NGR 600-5, paragraph 2-4, the documents listed **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

- a. NGB Form 34-1 (AGR Application (Nov 2013) (with signature and date). Ensure that you annotate both announcement number and position title on the top of page one, of the application.
- b. AZ ARNG Form 34-1 (Jun 2004).
- c. AZNG Form 335-4-R (Apr 1992).
- d. Individual Medical Readiness Record (MEDPROS printout from Unit)(not AKO medical readiness).
- e. DA Form 705 (APFT), last 5 record APFT's (ensure that height and weight are annotated). Profiles must be attached if applicable.
- f. Body Fat Worksheet, last 5 (DA Form 5500-R/5501-R) if applicable.
- g. Certified copy of current ERB (from MACOM).
- h. Photo copies of Last 5 NCOERs.
- i. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
- j. All DD Form 214's or NGB Form 22's
- k. Memorandum to HRO to request an active service waiver for those with less than 13 years AS
- l. DD Form 369 (Oct 2011) Police Record Check (Blocks 1-9 (b) filled out and signature on block 11)
- m. DA Form 7424, Sensitive Duty Assignment Eligibility Questionnaire

USE OF GOVERNMENT RESOURCES TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE THIS INCLUDES THE USE OF GOVERNMENT FAX MACHINES TO SEND APPLICATIONS, FAXING APPLICATIONS FROM GOVERNMENT OR CIVILIAN FAX MACHINES, OR BY USING THE GOVERNMENT MAIL SYSTEM. ALL APPLICATIONS MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL.

**\*\* We recommend that you have a member of your unit review your application prior to submission to our office. \*\***

**POSITION COMPATIBILITY REQUIREMENTS:** The individual(s) must be a member of the Arizona (ARMY) National Guard and be placed in the following compatible MOS/AOC: **ENL: 79T50 OFF: WO:**

☒ **MUST POSSES**    ☐ **ABLE TO QUALIFY**

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**APPOINTMENT REQUIREMENTS:**

1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
2. Soldiers must meet the physical requirements of AR 600-9.
3. ARNG applicants must be able to serve at least 3 years in AGR status prior to completing 18 years of Active Service or mandatory removal from active service based on age or service (without any extensions) under any provision of law or regulation as prescribed by current directives.
4. AGR soldiers will not be reassigned during the first 36 months of their initial tour except in the event of mobilization, force structure changes, or an exception to policy granted by the Recruiting and Retention Commander.
5. Must possess the grade equal to or below that authorized for the AGR duty position.
6. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
7. Permanent Change of Station (PCS expenses may be authorized for this position. Authorization of payment of PCS expenses will be granted only after a determination is made that PCS is in the best interest of the Arizona Army National Guard and upon availability of funds from the National Guard Bureau.
8. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
9. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
10. Applicants who answer YES to questions 8, or 12-16 of section IV, NGB Form 34-1, or have not completed Initial entry training (IET) are ineligible to apply. to include DD214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4,26, AR 135-178 Chapter 8,3 and 635-200 Chapter 11.
11. Individuals selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control Graded positions

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION OR THE MOS PREREQUISITES:**

1. A physical demands rating--N/A.
2. A physical profile of 132221.
3. Ability to formulate, organize, conduct, and evaluate training of personnel.
4. Knowledge of principles of organization, management, administration, and supervision.
5. Skills in oral and written communications.
6. Ability to grasp abstract concepts and training guidance and develop programs that meet commander's intent.
7. Ability to develop and maintain liaison with high level officials within State, Communities, and Unified School Districts.
8. Ability to interpret and implement policies and procedures established by the USA, NGB and The State Adjutant General.
9. Ability to analyze problems and apply sound judgment in assessing the practical implications of proposed solutions.
10. Experience executing the military decision-making process.
11. Additional future formal training requirements
12. Must possess a SECRET clearance
13. 1 year (minimum) successful time as a Recruiting and Retention Section Chief/NCOIC
14. Must be in compliance with FRAGO I, HQDA EXORD 161-13 Sexual Harassment/Assault Response and Prevention Program Army Stand-Down and SMOM 15-017, Positions of Significant Trust and Authority (POSTA)

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**BRIEF JOB DESCRIPTION:**

Incumbent is responsible for a specified region of the state and supervises one Company of the Recruiting and Retention Section Chiefs/NCOICs (Rec & Ret Section Chief/NCOICs) in the state (for states 1000 or less end strength, supervises all Rec & Ret Section Chiefs/NCOICs). The chief duty of the 1SG is to support the Commander. 1SGs are the Commander's technical and tactical SM expert and provides mentorship to new Commanders. The 1SG advises the Commander and assists in all aspects of R&R operations. The 1SG oversees the health, welfare, morale, and training of Soldiers. The 1SG sets and enforces high standards of conduct and appearance, manages the company's NCOOP, and is the top of the company's NCO support channel. Personnel in these positions are not authorized to hold a 1SG position in another unit. Responsibilities are as follows:

- a. Assist the supported unit leadership in developing, implementing, and monitoring the SM program that support the state SM program. Make recommendations as appropriate to successfully achieve assigned end strength mission.
- b. Assist the RRSKM and Commander in the development and implementation of a SM awards program that provides incentives for all company personnel to exceed assigned mission requirements.

- c. Assist in the planning of company, seminars and workshops.
- d. Obtain and analyze demographic and market share data to determine the most effective utilization of assigned RRNCOs.
- e. Supervise, counsel, and serve as rater for subordinate Rec & Ret Section Chiefs/NCOICs assigned to their region in accordance with appropriate regulations and locally established policy.
- f. Establish and assign written mission requirements and performance standards for all assigned Rec & Ret Section Chiefs.
- g. Establish and implement a written training program designed to address initial, sustainment, and remedial training needs and levels of experience of assigned Rec & Ret Section Chiefs/NCOICs and sponsorship program for newly assigned Rec & Ret Section Chiefs/NCOICs.
- h. Develop and implement a written policy that addresses poor job performance.
- i. Assist in the hiring and dismissal of members of the RRB within assigned company and other RRB personnel as directed by the RRB Cdr.
- j. Monitor all RRB enlisted personnel actions and requests within the assigned area.
- k. Coordinate with the RRB leadership regarding development and implementation of long range SM programs within assigned region.
- l. Ensure fair and equitable mission assignment for all assigned Rec & Ret Section Chiefs/NCOICs, RRTLs, and RRNCOs to produce maximum production from the available market.
- m. Ensure proper training and career development for all RRB personnel within assigned area.
- n. Assist and advise the RRSKM concerning production, operations, training, administration, and personnel status or actions within assigned area.
- o. Monitor the SM plans of subordinate Rec & Ret Section Chiefs within the company.
- p. Assist the RRSKM in monitoring the efficiency of the assigned area through the use of the appropriate automated accessions application.
- q. Assist leaders and Commanders, through the state Liaison for ESGR, and national ESGR, with solving employer conflict issues.
- r. Implement the NCDP program for NCOs in assigned region.
- s. Serve as ISG to all Soldiers assigned to the RSP.
- t. Assist the RRB Cdr to develop, implement and manage RSP YTG and YTC to insure Soldiers are administratively correct, mentally prepared and physically fit prior to IET entry. Monitor and manage new recruit development and progressions through use of the Vulcan program.
- u. Establish and monitor RSP cadre development selection and criteria.
- v. First line supervisor to RSP Site Coordinator/Readiness NCO, RSP Training NCO, RSP Supply NCO, and assigned cadre.
- w. Responsible for logistical and administrative authority to appropriate lines of responsibility and incorporate command intent and battle focused training into the YTC.
- x. Responsible for ensuring RSP cadre has required resources to execute mission focused training.
- y. Responsible for tracking absent without leave Soldiers and ensuring RSP Site Coordinator/Readiness NCO is making RSP Soldier contact at minimum of once a month.

**SELECTING OFFICIAL:** Name: Recruiting and Retention Battalion Commander Email:

Phone: